

APPLICATION PACKET FOR PUBLIC SWIMMING POOLS, SPAS, RECREATIONAL WATERPARKS

- Permitting Process Information
- Application for Operation Permit
- Certified Pool Operator Checklist
- Calculation Worksheet



Clayton County Health District ENVIRONMENTAL HEALTH SERVICES

Public Swimming Pools, Spas, Recreational Waterparks Operation Permit

Rule 03(1)(a) of the 511-3-5 Clayton County Rules and Regulations for Public Swimming Pools, Spas, and Recreational Water Parks states that public swimming pools, spa, or recreational water parks must first obtain a valid operation permit prior to opening to the public. In order to obtain a valid operation permit, the owner/authorized agent must submit a valid application, supplementary documentation, fee payment, and obtain a rating of “satisfactory” on an opening inspection.

Permitting Process

1. Submit completed forms:

- a. Application* for **each** Swimming Pool, Spa, and Recreational Water Park Operation Permit (including the annual fee) on property
- b. Swimming Pool and Spa Calculations Worksheet
- c. Equipment Parameter Checklist
- d. Copy of your Certified Operator’s valid certification
- e. For Lifeguards (if applicable): valid CPR and Lifeguard Certifications

Note: Please ensure that the most current application is completed in its entirety. Incomplete and outdated applications will not be processed and will be returned.

2. Remit payment of your annual fee.

The annual fee for each pool or spa is \$365.00. Our office accepts credit card payments, checks, and money orders. Please make checks and money orders payable to the “Clayton County Health District.”

3. Schedule an inspection.

Once the completed application and fee payment(s) have been submitted and processed, an opening inspection can be schedule. The owner/permit holder is responsible for ensuring compliance with all requirements outlined in the Clayton County Pool Rules/Regulations (511-3-5). For a pool/spa to be issued an operation permit, all minimum requirements must be met at the time of the opening inspection.

- a. Each individual permitted pool/spa is allotted **one** additional inspection if they are deemed unsatisfactory on the initial opening inspection. All inspections following will be charged a reinspection fee of \$100.00.
- b. Please ensure that the chemistry, equipment (emergency phones, gauges, flow meters, etc.), and amenities (bathrooms, showers, fountains, etc.) are properly functioning prior to scheduling an inspection and the day of the inspection. Re-inspections will not be scheduled until payments have been processed.
- c. An inspection will not be scheduled if a completed application and fee payment have not been processed.
- d. Following submissions, **the Certified Operator should call our office at (678) 610-7469 to schedule an opening inspection.** Note that given the demand for opening inspections, it can take up to five (5) business days for the inspector to schedule your pool inspection.
- e. An inspector will return your Certified Operator’s call and set-up a specific date and time to meet on-site to perform the inspection. **It is mandatory that the Certified Pool Operator be present at the time of this inspection.** An inspector will schedule your pool/spa’s inspection within 5 business days.

4. Issuance of an operation permit.

If your facility passes its opening inspection and your operation permit is received, it must be posted along with the most current inspection report as close to the pool as possible, e.g., in the complex’s main office or within an unbreakable frame or other means of protection within the pool enclosure.

Records, including the Clayton County Public Swimming Pool Chemical Record sheet, must be completed daily and retained for future inspections. Each pool/spa must have a Certified Operator to oversee the operations of the facility. A copy of the certified pool operator's information must also be posted in the pump room or be available in the main office and should include: 1) the Certified Operator's name; 2) certification type; and 3) contact information (including a telephone number).

Additional Information
<ul style="list-style-type: none"> • Environmental Health is requesting that a reliable Point of Contact (POC) is listed on the application. The POC should be available to allow EH access to the pool/spa for routine inspections, as well. Reminder: Routine inspections are not scheduled and can be random. Our office will contact the POC no less than 30 minutes prior to our arrival. The point of contact will need to be a responsible party who could be readily available. If an inspector is refused access, appropriate signage will be placed at all points of entry. • All modifications, renovations, resurfacing, deck repair, equipment additions/replacements require the submission of either a Modification Application or a Construction Application. This is necessary to ensure that alterations to a pool/spa is in compliance with the most current Clayton County Rules/Regulations. Please contact our office for further details and guidance. • If your pool uses a private water source/well, updated W33 and Fecal/Coliform results will need to be submitted along with your application and fee payment. Your pool will not receive a permit if the W33 and Fecal/Coliform test results are not submitted.
Hours of Operation are as follows:
<p>Monday – Friday (excluding state holidays) 8:00 am – 5:00pm</p>
Applications and payments can be mailed or delivered to:
<p>Clayton County Environmental Health Services 1117 Battlecreek Road Jonesboro, GA 30236</p>
Application with credit card payments (via credit card authorization form) can be emailed to:
<p>ClaytonCountyEH@dph.ga.gov</p>

If you have any questions, please feel free to contact our office at 678-610-7469. We appreciate your cooperation in ensuring a safe pool and spa season in Clayton County.



Georgia Department of Public Health
Environmental Health Branch

APPLICATION FOR SWIMMING POOL, SPA, AND
RECREATIONAL WATER PARK OPERATION PERMIT

Complete in duplicate and forward the original to the County Health Department in which the facility is located.

1. Name of Facility: [Blank line]

- New Construction [] Existing Facility [] Converting to Public Use []

2. Check Appropriate Block:

- Swimming Pool [] Spa [] Special Purpose Pool [] Recreational Water Park Attraction []
(If special purpose pool is checked, please mark the pool type below)

- Activity [] Continuous Water Course [] Diving Pool [] Dual Use Pool []
Interactive Water Play Pool [] Landing Pool [] Leisure River []
Wading Pool [] Wading Interactive Pool [] Wave Pool [] Other [] [Blank line]

- Pool operates within a Recreational Water Park []

3. Address of Facility: [Blank line] Ga.

Street, Highway, or RFD City County Zip Code

4. Physical Location of Facility: [Blank line]

(GPS, LAT/LONG, or PLAT indicating physical location)

5. Facility Owner Name: [Blank line] Phone Number: [Blank line]

6. Facility Owner Address: [Blank line]

Street, Highway, or RFD City County Zip Code State

7. Trained Operator* Name [Blank line] Expiration Date: [Blank line]

8. Trained Operator* Address: [Blank line]

Street, Highway, RFD City Zip Code State Phone #

9. Construction Date: [Blank line] Owner's email: [Blank line]

10. Date Operation to Begin [Blank line] Date Operation to End [Blank line]

11. Hours of Operation: Opening Time [Blank line] am/pm Closing Time [Blank line] am/pm

12. Type of Disinfectant and Equipment [Blank line]

The undersigned hereby applies for a permit to operate a public swimming pool, spa, or recreational water park pursuant to the O.C.G.A. 31-45-1, et seq. and hereby certifies that he has received a copy of the Rules for Swimming Pools, Spas and Recreational Water Parks, Chapter 511-3-5, Georgia Department of Public Health.

[] If applicable, the undersigned filed a notarized affidavit and a copy of identifying documentation to prove residency status.

Signed [Blank line] (State whether Owner or Authorized Agent for the Owner) Date [Blank line]

* Trained Operator means the person to whom the Business Owner has delegated responsibility for the overall water quality, safety conditions, emergency procedures, maintenance and record keeping of the swimming pool facility. This person must complete a state approved pool operator's course. Only public swimming pools that are associated with a commercial operation such as a tourist accommodation, health club or YMCA must comply. State, local and municipal public swimming pools are exempt.

TO BE COMPLETED BY CERTIFIED POOL OPERATOR

YES NO

- Have you paid your Annual Fee?
- Is your turnover rate sufficient per the pool rules and regulations (*Clayton County Health District 511-3-5*)?
- Is your Certified Pool Operator certificate posted within public view?
- Is the emergency phone working and does it ring directly to 911?
- Do you have a trained operator or responsible person who shall collect water samples and follow the water testing frequencies and procedures (daily self-checks, maintaining records, report issues to CPO, etc.)?
- Is a DPD test kit available on site?
- Do you have a shower within the pool/spa enclosure with a drain that drains away from the pool?
- Is your pool/spa properly designed to prevent entrapment?
- Are all main drain and skimmer equalizer lines protected by an approved cover/grate that comply with ANSI/APSP-16 (includes covers being current, in good condition, and secure)?
- Is the pool/spa water of sufficient clarity so that the main drain grate is clearly visible to any person who may be standing on the deck?
- Is there a minimum of a four-foot (4') barrier around your pool/spa when looking at it from the outside? Does it prevent the passage of a four-inch (4") diameter sphere through the openings?
- Does the gate/door self-close and latch from multiple positions?
- Is an automatic chlorinator present and functioning properly?
- Is the safety equipment mounted off the ground (reaching pole with body hook and life ring)?
- Do you have a DPD pool test kit on-site?
- Is the water depth marked with units (four inches (4") in height) on the deck and the side walls of the pool/spa?
- Is there an operable, hard-wired telephone within the pool enclosure capable of connecting to 911? (No front desk or operator routing)
- Are your "pool risks" signs and/or required signage for spas posted?
- Does the "pool risks" sign have minimum one inch (1") high lettering?
- Is the theoretical peak occupancy (or "maximum occupancy") posted at pool and/or spa? #: _____
- Is a lifeguard on duty at the pool? If not, is there a "WARNING - NO LIFEGUARD ON DUTY and RISK OF DROWNING - SUPERVISE CHILDREN CLOSELY" sign (minimum four-inch (4") high lettering) posted?
- If a spa is present, is there a working clock within view of the spa?
- If a spa is present, is there a thermometer in it, and is the temperature at or below 104°F?
- Is a lifeline present at the break in grade of the pool or at the five-foot (5') depth line? (only pertains if pool depth is greater than 5')
- Does the lifeline have floats spaced no greater than seven feet (7') apart?

YES NO

- Do you have a fully stocked first aid kit?
- Are the handrails and ladders sturdy and in good condition?
- Does each skimmer have a functioning weir gate?
- Is the pool deck clean, in good repair with no large cracks or damage?
- Are all vacuum lines protected with a self-closing, self-latching fitting that complies with the current IAMPO SPS 4-Special Use Suction Fitting for Swimming Pools, Spas, and Hot Tubs?
- Are restrooms/dressing areas clean and sanitary with running water with soap, paper towels, toilet paper, and trash receptacle?

Note: The items above are not the complete list of requirements for operating swimming pools, spas, and recreational water parks. Please refer to the Clayton County Health District 511-3-5 Rules and Regulations for further details concerning structural and operational requirements.

I have answered the above questions to the best of my abilities. I understand that if the pool/spa does not meet the requirements for operation, a permit will not be issued. I understand that a pool/spa must first obtain a valid operation permit prior to opening to the public.	
Print:	Sign:
Certification Type and Number:	Date:

SWIMMING POOL AND SPA CALCULATION WORKSHEET

Name of Facility: _____

Address: _____

Owner: _____

Billing Address: _____

Phone Number: _____

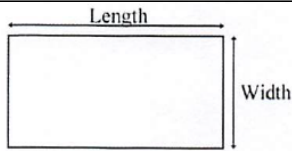
CPO Name: _____ CPO Phone Number: _____

Type of Unit: Swimming Pool Spa Wading Pool Falling Entry Pool Other: -

Sanitizer Type: _____ Manufacturer/Model: _____

Filter Type: _____ Manufacturer/Model: _____

Pump Size: _____ Quantity: _____ Manufacturer/Model: _____

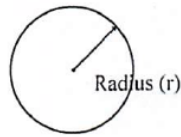


Rectangle/Square

Length × Width

_____ ft. × _____ ft.

Area = _____ ft²

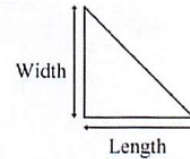


Circle

3.14 × Radius × Radius

3.14 × _____ ft. × _____ ft.

Area = _____ ft²

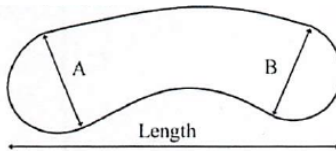


Triangle

Length × Width ÷ 2

_____ ft. × _____ ft. ÷ 2

Area = _____ ft²



Kidney

0.45 (A + B) x Length

0.45 (_____ ft. + _____ ft.) x _____ ft.

Area = _____ ft²

For multi-sided units divide the pool into known shapes and use the back to calculate the area for each one. Then add the answers together to get the total surface area.

Depth:

$$\text{Average Depth} = (\text{Shallow Depth} + \text{Deep Depth}) \div 2 = \text{Depth}$$

$$= (\text{_____ ft.} + \text{_____ ft.}) \div 2$$

$$\text{Depth} = \text{_____ ft.}$$

For units with more than one area (ex. diving well with constant depth, two differently sloped sections, etc.) perform the calculations for each.

Volume:

$$= \text{Surface Area} \times \text{Average Depth} \times 7.48$$

$$= \text{_____} \times \text{_____} \times 7.48 \text{ gal./ft.}^3$$

$$\text{Volume} = \text{_____ gallons}$$

For units with more than one area (ex. diving well with constant depth, two differently sloped sections, etc.) perform the Average Depth calculations for each. Perform the Volume calculation for each section and then add the answers together to get the total volume of the unit.

Turnover Rate =

$$= \text{Volume} \div \text{Flow Rate (from the flow meter)} \div 60$$

$$= \text{_____ gal.} \div \text{_____ gal./min.} \div 60 \text{ min./hr.}$$

$$\text{Turnover Rate} = \text{_____ hrs.}$$

The Flow Rate is a measurement that can be taken directly from the flow meter, which is located on the piping near the pump and/or filter. Please be sure to note this measurement in "Gallons Per Minutes" as most flow meters offer multiple units of measure.

Maximum User Capacity (Theoretical Peak Occupancy)

$$= \text{Surface Area (for each section)} \div \text{Maximum User Capacity (see chart)}$$

$$= \text{_____ ft.}^2 \div \text{_____ ft}^2/\text{user}$$

$$\text{Maximum User Capacity} = \text{_____}$$

For pools with two or more areas (deep end, shallow end, etc.) perform the calculations for each area and add the answers together to get the total number of bathers.

Maximum User Capacity (Theoretical Peak Occupancy):

www.claytoncountypublichealth.org

3/2022

P R E V E N T P R O M O T E P R O T E C T

	<u>Shallow Area</u>	<u>Deep Area</u>	<u>Diving Area</u>	<u>Entry Area (slides, etc.)</u>
Pool (deck < surface area of the pool)	18 square feet per user	20 square feet per user	300 square feet per user	150 square feet per user
Pool (deck = surface area of the pool, or up to twice the surface area of the pool)	15 square feet per user	18 square feet per user	300 square feet per user	150 square feet per user
Pool (deck > twice the surface area of the pool)	12 square feet per user	15 square feet per user	300 square feet per user	150 square feet per user
Spa	9 square feet per user	N/A	N/A	N/A

Use this area for calculations:

I have completed the above calculations to the best of my abilities.	
Print:	Sign:
Certification Type and Number:	Date: